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STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

MICHAEL R. DEVOS
EXECUTIVE DIRECTOR

DATE: June 16, 2005

TO: All OCD Grantees

FROM: Jacquelyn Williams-Armstrong, Director
Housing Resource Fund
Office of Community Development

SUBJECT: Income and Asset Guidebook ([Policy Bulletin #11](#))

The Michigan State Housing Development Authority's (MSHDA) Office of Community Development (OCD) has published an "Income and Asset Guidebook" that incorporates changes to OCD policies and procedures for verifying the income eligibility of applicants to OCD-funded housing programs. In addition to procedural changes, new forms have been developed that all grantees will be required to use once they are trained in the new procedures.

A printed copy of the guidebook will be available at OCD's Income verification training being held through the end of November 2005. This training will be part of an on-going series of future trainings that will be scheduled as needed.

All grantee staff responsible for verifying income eligibility who have not yet registered for the income verification training are urged to do so by contacting Judy Snell at (517) 373-8568.

It is expected that as agencies are trained, they will begin using the new guidebook and revised policy bulletin for income verification from that point forward. As questions arise throughout the course of trainings there may be a need to publish future updates to Policy Bulletin #11. Please stay tuned to the information that is regularly broadcast as system messages on Intelligrants for "news" from OCD.

cc: Community Development Specialists

